

Sample article for organizations to use to reach customers

Customize and post the following article on your websites or other communication vehicles and spread the word about free tax help for qualifying taxpayers

Volunteer sites provide free tax return preparation

The IRS Volunteer Income Tax Assistance and the Tax Counseling for the Elderly programs offer free tax help for taxpayers who qualify. IRS-certified volunteers receive training to prepare basic tax returns in communities across the country. VITA sites are generally located at community and neighborhood centers, libraries, schools, shopping malls, and other convenient locations.

The volunteers can help with special credits, such as the [Earned Income Tax Credit](#) and Credit for the Elderly or the Disabled. In addition to free tax return assistance, most sites offer free electronic filing. Individuals taking advantage of the e-file program receive their refunds in half the time compared to returns filed on paper — even faster, when tax refunds are deposited directly into a bank account.

What records should you bring to the VITA site?

To make your visit to a VITA site quick and easy, ensure you bring all the records and documents that apply to you, your spouse (if filing jointly), and all dependents you're claiming on your federal tax return. Also bring any additional information that you think may be tax-related, even if it doesn't appear on this checklist below.

- Proof of identification
- Social Security cards for you, your spouse and dependents or a Social Security number verification letter issued by the Social Security Administration
- Individual Taxpayer Identification Number assignment letter for you, your spouse and dependents
- Proof of foreign status, if applying for an ITIN
- Birth dates for you, your spouse and dependents on the tax return
- Wage and earning statement(s) Form W-2, W-2G, 1099-R, from all employers
- Interest and dividend statements from banks (Form/s 1099)
- A copy of last year's federal and state returns *if available*
- Bank routing numbers and account numbers for direct deposit
- Total paid for daycare provider and the daycare provider's tax identifying number (the provider's Social Security number or the provider's business Employer Identification Number)
- To file taxes electronically on a married-filing-jointly tax return, both spouses must be present to sign the required forms.

To locate a VITA site near you, call 1-800-906-9887 or click on the [Contact IRS](#) tab on the IRS.gov homepage. Services vary at each site.

NOTE TO EDITOR: Here is a link to www.irs.gov with information on free tax preparation sites - [Nationwide Free Tax Preparation List](#)